

Municipal Affordable Housing Trust Fund (MAHTF)

Meeting Minutes – June 6, 2018

**Attendance:** Mary Antes, Brian O’Herlihy, Mike Staiti and Bob Duffy

**Absent:** Stephen Greenbaum; Susan Weinstein

**Others in attendance:** Brian Boggia

**Open Meeting:** M. Antes called the meeting to order at 7:32 PM at the Wayland Town Building. Bob Duffy agreed to keep the minutes.

**Public Comment:** None

**Previous Minutes:** May 2, 2018

**Materials Discussed/Distributed:** MAHTF financial statements (unaudited) as of May 31, 2018; support for B. O’Herlihy out-of-pocket expense reimbursement request; email from S. Weinstein regarding Lawyers Clearinghouse fee and posting of prior minutes; summary of total costs spent to date on 11 Hammond Road project; and draft “Local Initiative Program Application for Local Action Units” (“LAU”) applications for existing house and proposed new unit at 11 Hammond Road

**Notes:**

- 1) The Trustees reviewed the meeting minutes from May 2, 2018. M. Staiti moved to accept the minutes. B. O’Herlihy seconded. Motion approved 4-0
- 2) B. O’Herlihy provided a report of the Treasurer that included a review of the MAHTF financial statements (unaudited) as of May 31, 2018. M. Staiti moved to approve the Treasurer’s report. B. Duffy seconded. Motion approved 4-0
- 3) B. O’Herlihy recommended that one of The Village Bank CD’s be changed from 12-month maturity at 1.49%/annum to 15-month maturity at 2.25%/annum. M. Staiti moved to accept the recommendation of B. O’Herlihy. M. Antes seconded. Motion approved 4-0.
- 4) B. O’Herlihy recommended that the MAHTF retain the services of Melanson Heath, at a cost of \$2,750, to complete audit of the MAHTF for year ended June 30, 2018. The fee is \$250 higher than this firm charged the MAHTF for the last three audits. M. Staiti moved to accept the recommendation of B. O’Herlihy. B. Duffy seconded. Motion approved 4-0.
- 5) B. O’Herlihy presented an itemized list of miscellaneous out-of-pocket expenses, together with copies of receipts, which he has incurred at 11 Hammond Road to date. Said expenses totaled \$1,336.60. M. Staiti moved to reimburse B. O’Herlihy the amount of \$1,336.60 for said expenditures. B. Duffy seconded. Motion approved 4-0.
- 6) B. O’Herlihy provided an update as to the status of the Town’s requested Special Act regarding prevailing wages. The Joint Committee on Labor and Workforce Development will hold a hearing on the Special Act on June 18, 2018, but an affirmative vote was not expected
- 7) Treasurer’s report concluded at 7:46 pm.
- 8) B. O’Herlihy provided the Trustees with the following update of activities related to the MAHTF’s ownership of the house at 11 Hammond Road:
  - a) Carpentry contractor has finished its work. Damage caused by the contractor to heating pipes has been repaired and the cost of labor has been reimbursed by the Carpenter.
  - b) MAHTF has obtained an “as built” plan for the septic system
  - c) Termite traps have been set. New wood in the basement will be treated

- d) Lead abatement has started. Once completed the contractor will obtain a re-inspection and a certificate of compliance.
  - e) B. O’Herlihy spoke to a representative of the owner of the CVS property about the dead trees that are near the property line. B. O’Herlihy believes the owner of the CVS will remove the trees.
  - f) B. O’Herlihy provided Trustees with summary of expenses incurred to date and noted that he believes the MAHTF will need an additional \$15,000 to complete the repairs at 11 Hammond Road. Said monies will be spent on: interior painting, flooring for the first and second floor bathrooms; carpet for one of the first-floor bedrooms and the entire second floor; a refrigerator; and a washer/dryer hook-up. M. Staiti moved to authorize B. O’Herlihy to spend an additional \$15,000 to complete the repairs at 11 Hammond Road. B Duffy seconded. Motion approved 4-0.
  - g) B. O’Herlihy reported that he is cutting the lawn at 11 Hammond Road. No compensation is being provided.
- 9) B. Boggia reviewed a draft of the LAU application he prepared for the existing house at 11 Hammond Road, exclusive of required attachments (including the regulatory agreement with Department of Housing and Community Development (“DHCD”)). B. Boggia noted that the LAU application had been signed by the Chair of the Wayland Housing Partnership and needed to be signed by an authorized signatory for the Town. He also noted that the regulatory agreement needs to be signed by authorized signatories for the MAHTF and the Town prior submitting the LAU application to DHCD. M. Staiti moved the MAHTF support submission of LAU application for the existing house at 11 Hammond Road and authorize M. Antes to sign the regulatory agreement on behalf of the MAHTF when it is available for signature. B. Duffy seconded. Motion passed 4-0.
  - 10) B. O’Herlihy agreed to work with B. Boggia in completing a draft regulatory agreement for review by DHCD.
  - 11) M. Staiti reviewed the draft of the LAU application he prepared for the proposed new 3-bedroom unit. B. Boggia noted that the LAU application can’t be filed until the MAHTF receives its 40B permit from the Wayland zoning board of appeals.
  - 12) B. O’Herlihy commented that the MAHTF needed to make sure that any agreement with the Wayland Housing Authority to lease/manage the 11 Hammond Road units would have to comply with the regulatory agreement
  - 13) The Trustees briefly discussed Launcher Way (M. Staiti did not participate in the discussion), the old DPW site, Alpine field and 13 King Street. M. Antes agreed to speak with the Superintendent of Schools regarding the use of any school land for affordable housing
  - 14) M. Staiti moved that the MAHTF spend \$200.00 for an application to the Lawyers Clearinghouse for legal services. B Duffy seconded. Motion passed 4-0
  - 15) Next meeting shall be July 11, 2018. Additional meetings are tentatively set for August 8, 2018 and September 5, 2018
  - 16) The Trustees congratulated fellow Trustee M. Antes on being named the National Association of Housing and Redevelopment Officials Board Member of the year.

Adjourn: M. Staiti moved to adjourn the meeting at 9:01 P.M. B. O’Herlihy seconded. Motion approved 4-0.

Respectfully submitted,

Bob Duffy